

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

Notice PF-155

**For:** State and County Offices

**FY 2001 AMTA Notification Letters and Reminders**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

Notice PF-147 instructed County Offices to mail producer notification letters, fact sheets, and payment request sheets. The letters identified the PFC status for FY 2001, with respect to designated payment shares on each farm in which the producer had an interest.

The deadline to designate payment shares and meet PFC signature requirements for FY 2001 is August 1, 2001. FY 2001 PFC payments may not be issued on a **farm**, unless **all** producers and owners meet the PFC signature requirements by August 1, 2001. This signature deadline also applies to successions-in-interest, and no payments will be earned on the **farm** unless all applicable producers timely sign a revised PFC to reflect the succession. It is critical for producers to understand that 1 producer or owner failing to meet PFC signature requirements will cause other producers on the farm to be ineligible to receive payments.

In addition to PFC signature requirements, producers must file all supporting documents, such as CCC-502, AD-1026, and FSA-570, by August 1, 2001, to be eligible for FY 2001 PFC payments. The fact that a producer on a farm has not timely filed a supporting document or is otherwise ineligible for payment, does not necessarily mean that other producers on the farm are ineligible. However, it remains necessary for County Offices to publicize program information and requirements, and monitor the eligibility status of each farm and producer as efficiently as possible.

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**Disposal Date**

October 1, 2001

**Distribution**

State Offices; State Offices relay to County Offices

## Notice PF-155

### 1 Overview (Continued)

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#### B

##### Purpose

This notice provides instructions:

- for preparing and distributing producer notification letters on farms for which PFC payment shares have not been designated for FY 2001

**Note:** New queries have been developed to generate the letters, and will be included in County Release No. 458 scheduled to arrive May 4, 2001.

- that shall be followed to minimize the number of relief cases associated with PFC's.
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#### C

##### Special Instructions

State Offices shall carefully monitor each Service Center through DD, to ensure that provisions of this notice are followed and that actions are completed timely.

**Note:** Missed deadlines for signatures on PFC's and succession-in-interest problems should be minimized when instructions in this notice are carefully followed.

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## Notice PF-155

### 2 Producer Notification Letters

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#### A

##### Queries and Shell Documents

Queries and shell documents will be included in County Release No. 458, scheduled to arrive in County Offices on May 4, 2001. These queries shall be used to create FY 2001 reminder letters for producers on farms with undesignated PFC payment shares.

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#### B

##### Processing Queries

To facilitate the mailing and filing of producer notification letters, County Offices have the option to print the letters in either ZIP Code or farm number order. The letters must be processed separately for each county in the system, according to the following table.

| Step | Menu or Screen | Action   |
|------|----------------|--|
| 1    | FAX250         | ENTER "3" or "4", "Application Processing".  |
| 2    | FAX07001       | ENTER "9", "Common Provisions".  |
| 3    | MA0000         | To process the letters in: <ul style="list-style-type: none"><li>• ZIP Code order, on the command line, ENTER "PFCRMD1Z,QRPRADJ1" and PRESS "Enter"</li><li>• farm number order, on the command line, ENTER "PFCRMD1F,QRPRADJ1" and PRESS "Enter".</li></ul> |

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## 2 Producer Notification Letters (Continued)

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### C

#### Query List

A query list will print each producer name and applicable farm number for which a letter should be mailed. The last page of the list contains the “Total” number of letters that will be generated.

**Note:** County Offices shall review the list before selecting the option to print the letters. The ID number "777 77 7777", should not exist in the Producer or Other Name and Address file. If this number is present, it must be deleted before printing the letters, and should not be reloaded after printing unless it is a legitimate ID number for a producer.

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### D

#### Printing Letters

A DisplayWrite/36 print option allows for printing the letters. A letter will be printed for each producer and owner in the farm producer file, on farms with PFC for which payment shares have not been designated.

**Notes:** All crops and shares will be included for the farm, including crops for which shares have been designated, if shares have not been designated for at least one crop on the farm.

This query **will not** print letters for farms having all shares designated but having missing signatures. Ensure that the other applicable reports are run according to subparagraph 3 C.

County Offices shall enter the desired printer ID and PRESS “Enter”.

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## 2 Producer Notification Letters (Continued)

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### E

#### **Sending Letters**

County Offices shall mail the system-generated notification letters (Exhibit 1) as soon as possible, but **no later than May 23, 2001**.

**Notes:** These queries may be run as often as necessary to generate additional reminders in the future.

Letters should be mailed to producers on farms reconstituted in FY 2001 **only if both** of the following apply:

- at least 1 producer signed CCC-478 to enroll the farm, within 30 calendar days from the FSA-476 mailing date
  - payment shares remain undesignated on the farm.
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### F

#### **Unenrolled Farms After Reconstitution**

The mailing in subparagraph E shall **not** include producers on farms reconstituted in FY 2001 unless the resulting farm(s) have been timely enrolled into PFC. For unenrolled farms:

- ensure that FSA-476 has been mailed
- make every effort to remind producers of the enrollment requirements, such as mailing second reminder letters and making telephone contacts according to 1-PF, subparagraph 244 A, during the 30 calendar day period
- reduce PFC acreage to zero, according to 1-PF, subparagraph 40 D, on farms not timely enrolled, immediately following the 30 calendar day period.

**Note:** The inadvertent mailing of notification letters to producers on unenrolled farms may cause producers to believe they have until August 1, 2001, to meet the PFC signature requirements, when in fact at least 1 producer must enroll the farm within 30 calendar days from FSA-476 mailing.

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## Notice PF-155

### 3 County Office Action

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#### A Notification Letters

County Offices shall:

- prepare and distribute producer notification letters according to paragraph 2, as soon as possible, but **no later than May 23, 2001**
- attach a copy of the letter to the query printout, and file in the 2001 Program Year folder as verification that the documents were mailed.

**Note:** County Offices may run the queries identified in paragraph 2, as often as necessary, to assist in monitoring share designations and providing additional reminder letters to producers.

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#### B CCC-478 Processing and Payments

County Offices shall:

- follow 1-PF, Part 7 to approve CCC-478's and record payment flags, after all required signatures have been obtained
- issue FY 2001 payments to producers who have requested payment, providing all other eligibility requirements are met, according to 2-PF.

**Exception:** Payments to producers based on cash rent certification statements according to 1-PF, subparagraph 301 J, may not be issued until after June 30, 2001.

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### 3 County Office Action (Continued)

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#### C Publicity and Producer Support

County Offices shall:

- publicize program requirements and signature deadlines for CCC-478, CCC-502, AD-1026, and FSA-570 throughout the FY
  - carefully monitor signature deadlines for reconstituted farms, designating payment shares on PFC, and file supporting documentation
  - process “Producer Payment Selection Reports” according to 1-PF, paragraph 683, as often as necessary, to ensure that payments are issued timely and according to producer requests.
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#### D FSA-578 Share Comparison

A significant number of cases sent to DAFP for meritorious relief contain information that indicates the producer has timely reported a change in the operation of a farm, but PFC is not updated to reflect the change.

**Example:** Shares on PFC for the current fiscal year are designated 100 percent to Producer A. Producer B timely reports a 100 percent interest in the farm on FSA-578, but fails to sign a revised PFC.

PFC participants are responsible for reporting any change that affects PFC. However, County Offices are encouraged to manually compare PFC to FSA-578 during the acreage reporting process to determine whether a succession-in-interest should be processed on PFC. Although shares on PFC do not have to match shares on FSA-578, all producers who share in crops produced on PFC acreage must sign PFC with a designated share greater than zero. By allocating time and resources to conduct this review, County Offices may help decrease the number of cases of unreported successions-in-interest.

**Note:** PFC payment share and succession-in-interest provisions may be discussed with producers; however, County Offices shall not **suggest** revision of PFC unless a producer’s interest, based on FSA-578 shares, would **require** a revision.

Producers must report succession-in-interest timely to be eligible or to allow predecessors to remain eligible for payments.

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**Example of Producer Notification Letter**

**UNITED STATES DEPARTMENT OF AGRICULTURE  
FARM SERVICE AGENCY  
(Print on County Office Letterhead)**

[current date]

Farm Number XXXX

Name  
Address  
City, State, ZIP Code

Dear \_\_\_\_\_,

You are listed as either an Owner or Producer on a Production Flexibility Contract (Form CCC-478) for the farm number shown above. For fiscal year 2001, the contract shows the following crops, producers, and producer payment shares:

| <b>Crop</b> | <b>Producer</b> | <b>2001 Payment Share</b> |
|-------------|-----------------|---------------------------|
|-------------|-----------------|---------------------------|

The contract shows the following crops and shares are "UNDESIGNATED".

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**IMPORTANT:** All payment shares must be designated on the farm, and all signature requirements must be met on the PFC, on or before August 1, 2001, for any producer to earn a payment on the farm. In addition, for an individual producer to receive a payment for the fiscal year, all other eligibility requirements must also be met by August 1, 2001, which may include filing CCC-502, AD-1026, and FSA-570. After payment shares are designated, any changes to the farming operation, including, but not limited to payment shares and change of operators, must be reported to FSA on or before August 1, 2001. Failure to report changes by August 1, 2001, may result in **all** producers on the farm being ineligible for FY 2001 PFC payments.

Sincerely,

/s/

COUNTY EXECUTIVE DIRECTOR  
COUNTY FSA OFFICE

Producer Name, Farm Number XXXX